

# OCONEE COUNTY MANUFACTURED HOME PERMIT CHECKLIST

Manufactured housing must be installed by a licensed installer in accordance with the South Carolina Manufactured Housing Board guidelines. For more information or to check a license please call (803) 896-4682 or go to [www.lhr.state.sc.us/ POL/ Manufactured Housing](http://www.lhr.state.sc.us/POL/Manufactured_Housing) Before purchasing a used manufactured home, please read the handout "Used Manufactured Home Minimum Habitable Requirements" to ensure that your mobile home meets minimum state standards. All manufactured homes must have a minimum 3 ft. by 3 ft. landing at each egress door. Manufactured homes must be underpinned by masonry, vinyl, or approved metal. Before occupancy is allowed and power approved, a manufactured home must be completely set up, blocked and tied down, underpinned, all electrical, HVAC, plumbing and sewer connections complete and landings provided in accordance with the Installers handout "Mobile Home Setup Guidelines".

Installers, when you need to schedule an inspection, you should call two business days before work will be ready for inspection. Work should be accessible to the inspector. If work is not accessible, a re-inspection fee will be charged. All work should be ready for inspection by 8:30 AM on the day the inspection is scheduled. Because of the volume of inspection requests, we are not able to schedule a specific appointment time. Fees are specified by Ordinance 99-12. Mobile Homes are \$125 for setup and \$20 for decals and \$40 for Moving permits. Placement of manufactured housing is governed by the Department of Housing and Urban Development (HUD), National Electric Code, South Carolina Manufactured Housing Board and the International Residential Code. Modular Manufactured homes require a building permit and a licensed builder.

## The following information is needed for permitting:

1. Application either in office or on line through Citizen Serve on line portal from a SC Licensed Manufactured contractor or installer. We will accept a letter from the licensed contractor giving the owner permission to pull the permit under their license
2. Proof of septic, either septic approval Permit to Construct from DHEC showing approval to get the permit but before the final inspection can be scheduled we will need the Approval to Operate permit OR a letter from a SC Licensed Septic Contractor stating that there is a working septic at the address of the application.
3. Site plan showing placement of the home on the property with distances to each property line from all 4 sides of the home. Also showing the driveway placement.
4. If the driveway is coming off a County or State road, an Encroachment is needed before the permit can be approved. If County you can apply on Citizen Serve for this, If State you will need to contact SC DOT at 864-647-0798.
5. Sales Contract for a New Home and form 500 from DMV filled out or a Title front and back in the current owner's name

If purchased in Oconee County, we will require a copy of the moving permit including the previous decal number the mobile home was registered under and Title will be required.

a. If purchased in another County in South Carolina, a moving permit from the other County and Title will be required.

b. If mobile home is purchased from out-of-state, the city and state from previous location is needed and Title will be required.

(Serial # must be correct and will be verified through the DMV)

If Fill Soil is used for placement of the home a Soil Compaction Test will be required. Footings shall be supported on undisturbed natural soils or engineered fill. R403.1 Section R403 IRC Footings

## Used Manufactured Home Minimum Habitability Requirements

In accordance with Title 40 of the South Carolina Code of Laws, International Residential (IRC), Plumbing, and Fuel Gas Codes, National Electrical Code, and Ordinance 99-8 of Oconee County. HUD labelled manufactured homes are constructed as single-family detached residences only. They are not designed for use as, nor will they meet any building code requirements for, offices, stores/shops, classrooms, places of assembly, etc. If a manufactured home is renovated, structurally changed or added too, converted to any use other than a single family residence, all warranties, approvals and labels issued by the federal government, the manufacturer and the associated design and inspection agencies are rendered null and void. At that point, the builder assumes complete responsibility for assuring compliance with all provisions of all applicable codes for the new use and occupancy classifications, and must certify the building as being equal to a site built structure in its construction. Since the unit may have to be stripped down to its frame before it could be inspected or renovated, the procedure would be time consuming and costly to its owner. In addition, before purchasing a used mobile home, please take into consideration the following minimum habitability requirements:

- (1) Sanitary facilities. Every Manufactured home shall contain not less than a kitchen sink, lavatory, tub or shower, and a water closet all in good working condition and properly connected to an approved water and sewer system. Every plumbing fixture and water and waste pipe shall be properly installed and maintained in good sanitary working condition free from defects, leaks, and obstructions.
- (2) Hot and cold water supply. Every manufactured home shall have connected to the kitchen sink, lavatory, and tub or shower an adequate supply of both cold water and hot water. All water shall be supplied through an approved distribution system connected to a portable water supply.
- (3) Water heating facilities. Every manufactured home shall have water heating facilities which are properly installed and maintained in a safe and good working condition and are capable of heating water to such a temperature as to permit an adequate amount of water to be drawn at every required kitchen sink, lavatory basin, bathtub or shower at a temperature of not less than 120 degrees Fahrenheit.
- (4) Heating facilities. Every manufactured home shall have heating facilities which are properly installed and maintained in safe and good working condition, and are capable of safely and adequately heating all habitable rooms, and bathrooms. Where a central heating system is not provided, each manufactured home shall be provided with facilities whereby heating appliances may be connected. Unvented fuel burning heaters shall be prohibited except for gas heaters listed for unvented use and the total input rating of the unvented heaters is less than 30 BTU per hour per cubic foot of room content. Unvented fuel burning heaters shall be prohibited in bedrooms.
- (5) Cooking and heating equipment. All cooking and heating equipment and facilities shall be installed in accordance with Federal Manufactured Home Construction and Safety Standards and shall be maintained in a safe and good working condition. Portable cooking equipment employing flame is prohibited.

- (6) Smoke detector. Every manufactured home shall be provided with an approved listed smoke detector, installed in accordance with the manufacturer's recommendations and listing. When activated, the detector shall provide an audible alarm.
- (7) Windows. Every habitable room excluding bathrooms, kitchens and hallways, shall have at least one window or skylight facing directly to the outdoors.
- (8) Ventilation. Every habitable room shall have at least one window or skylight which can be easily opened, or such other device as will adequately ventilate the room.
- (9) Electric service. Every habitable room or space shall contain at least two separate and remote convenience outlets and bedrooms shall have, in addition, at least one wall switch controlled ceiling or wall type light fixture. In kitchens, three separate and remote convenience outlets shall be provided, and a wall or ceiling type light fixture controlled by a wall switch shall be required. Every hall, water closet compartment, bathroom, laundry room or furnace room shall contain at least one electric fixture. In bathrooms the electric light fixture shall be controlled by a wall switch. In addition to the electric light fixture in every bathroom and laundry room there shall be provided at least one convenience outlet. Any new bathroom outlet shall have ground fault circuit interrupter protection. Every such outlet shall be properly installed, shall be maintained in good and safe working condition, and shall be connected to the source of electric power in a safe manner.
- (10) Exterior Walls. Every exterior wall shall be free of holes, broken or rotting boards or timbers and any other conditions which might admit rain or dampness to the interior portions of the walls or to the occupied spaces of the manufactured home.
- (11) Roofs. Roofs shall be structurally sound and maintained in a safe manner and have no defects which might admit rain or cause dampness in the walls or interior portion of the home.
- (12) Window sash. Window sash shall be property fitted and weather tight within the window frame.
- (13) Interior floors, walls and ceiling. Every floor, interior wall and ceiling shall be substantially rodent proof, shall be kept in sound condition and good repair and shall be safe to use and capable of supporting the load which normal use may cause to be placed thereon. Every toilet, bathroom and kitchen floor surface shall be maintained so as to be substantially impervious to water.
- (14) Structural supports. Every structural element of the dwelling shall be maintained structurally sound and show no evidence of deterioration which would render it incapable of carrying normal loads.
- (15) Dangerous structures. Any manufactured home which shall be found to have any of the following defects shall be deemed unfit for human habitation
- (a) One which is so damaged, decayed, dilapidated, unsanitary, unsafe or rodent infested that it creates hazard to the health or safety of the occupants or the public.
  - (b) One which lacks illumination, ventilation or sanitation facilities adequate to protect the health or safety of the occupants or the public.

Notice: All Manufactured Homes Must Be Properly Licensed and Permitted Prior to Delivery. Failure to comply will result in additional permit fees, and/or the issuance of a summons for violation of Oconee County Code of Ordinance, 99-8.

## Mobile Home Setup Guidelines

Inspection: Please keep in mind the following Manufactured Housing Board Policies Adopted in 2005: "In addition to new manufactured homes being installed according to the manufactured homes instructions, the licensed installer, contractor, or dealer is responsible for all aspects of the installation including site preparation. Homeowners CAN NOT install their own homes even if they plan to reside in the home." For further information or questions concerning the Program, you may the Board at (803) 896-4682.

CALL FOR THE FIRST INSPECTION WHEN THESE ITEMS ARE COMPLETE:

- 1) Have Manufacturer's instructions in a waterproof box on the front door with the permit for new homes only.
- 2) 911 House numbers must be installed on the home. If the home can't be seen from the road, house numbers are required at the road also.
- 3) Mobile Home Decal installed where visible from the outside and facing the street. Piers and tie downs complete.
- 4) All Electrical work completed.
- 5) Septic installed and water and sewer plumbing completed.
- 6) **DO NOT underpin until Building Inspector has inspected and approved piers and tie downs.**

CALL FOR 2<sup>ND</sup> INSPECTION WHEN THESE ITEMS ARE COMPLETE:

- 1) All Mechanical (HVAC, ETC) complete
- 2) The underpinning is complete.
- 3) The decks(landings) are complete

WHEN CALLING FOR AN INSPECTION INSTALLER MUST:

1. Call the Building Codes Department at 718-1005 and request an inspection.
2. Give the address of the property.

WHEN ALL OF THE ABOVE ITEMS ARE COMPLETE AND APPROVED, THE BUILDING CODES DEPARTMENT WILL EMAIL YOUR POWER COMPANY TO AUTHORIZE A METER SET. It is the owner/contractors responsibility to contact the utility company after the inspection has been performed and approved.

IF YOU CALL FOR AN INSPECTION AND FOR ANY REASON YOU CANNOT BE READY, PLEASE CALL AND YOUR SCHEDULED INSPECTION. IF YOU DO NOT CANCEL, THERE WILL BE A RESPECTION FEE. YOU ARE REQUIRED TO PAY THIS FEE BEFORE ANOTHER INSPECTION WILL BE SCHEDULED.

## Set-up and Installation:

The Federal Manufactured Home Construction and Safety Standard program and State Law requires that all Manufactured homes be provided with instructions covering foundation, anchoring and utility connections. This is described in your Manufactures Instruction Booklet.

The manufacturer or homeowner shall be permitted to design for unusual installation not provided for in the manufacturer's installation instructions, provided a licensed SC professional engineer or architect approves the design in writing. Proprietary materials and alternate methods must be approved by the building official prior to installation. If this information is not available and posted with the permit, we will use the following guidelines:

### Placement of Manufactured Homes:

- (a) The grade away from the mobile foundation shall fall a minimum of 6 inches within the first 10 feet or equivalent swale. A minimum clearance of 12 inches shall be maintained beneath the main frame. No more than 25 percent of the underside of the main frame of the home shall be less than 12 inches above grade.
- (b) Plates and Shims. A wood plate not exceeding two inches in thickness and shims that transfer loads uniformly not exceeding 1" in thickness shall be permitted to be used to fill any gap between the top of the pier and the main frame. Two, 2" or 4" solid concrete blocks shall be permitted to be used to fill the remainder of any gap. Shims shall be at least nominal 4" wide and 6" long and shall be fitted and driven tight between the wood plate or pier and main frame.
- (c) Elevated Manufactured Homes. When the manufactured home is installed on a basement or split entry type foundation over a habitable lower-level area, or when more than one-fourth of the area of a manufactured home is installed so that the bottom of the main frame members are more than three feet above ground level, the foundation system shall be designed by a registered professional engineer or architect and the installation shall be approved by the building official.

Footings: Footings shall be sized to support the loads shown in the manufacturer's instructions and as specified below. The footings shall be in size to withstand the uniform live and dead loads of the Manufactured home and any loads.

1. The shall begin not more than feet from the exterior of each end wall. Supports shall be installed directly under the main frame (chassis) of the Manufactured home.
2. Footings shall be at least 144 square inches of solid concrete, block, or other materials approved for the intended use by the South Carolina Manufactured Housing Board.
3. Footings or pier foundations shall be placed level on firm undisturbed soil or on controlled fill which is free of grass and organic materials to minimum load-bearing capacity of 1000 pounds per square

Piers: Piers or load-bearing support or devices shall be designed and constructed to evenly distribute the loads. Load-bearing support or devices shall be listed and labeled, shall be designed by a registered professional engineer or shall be approved for the use intended, or piers shall be constructed follows:

- a) Piers less than 36" in height shall be constructed of open or closed cell, 8" by 16", concrete blocks (with open cells vertically placed upon the footing). Single-stacked block piers shall be installed

with the 16” perpendicular to the main (I-beam) frame. The piers shall be covered with a 2” by 8” by 16” wood or concrete cap.

- b) Piers between 36 and 80” in height and all corner piers over three blocks high shall be double blocked with blocks interlocked and capped with a 4” by 16” by 16 “solid concrete block, or equivalent.
- c) Piers over 80” height shall be constructed as above and they shall be laid in concrete mortar and steel reinforcing bars inserted in block cells with the block cells filled with concrete as designed by a registered professional engineer or architect.

Walls: Load bearing and non-load bearing walls constructed on site shall be constructed of concrete, masonry, or any other material or system that is recognized by Building Codes. Minimum thickness shall be that required to resist lateral pressure from adjacent earth and support design loads as determined by acceptable engineering practice.

#### Anchors:

- Capacity of Anchors. Each approved ground anchor, when installed, shall be capable of resisting an allowable working load at least equal to 3,150 pounds in the direction of the tie plus a 50 percent overload (4,725 pounds) without failure.
- Anchoring Equipment. Anchoring equipment shall be capable of resisting an allowable working load equal to or exceeding 3,150 pounds and shall be capable of withstanding a 50 percent overload (4,725 pounds) without failure of either the anchoring equipment or the attachment point on the manufactured home. When the stabilizing system is designed by a qualified registered professional engineer or architect, alternative working loads may be used provided the anchoring equipment is capable of withstanding a 50 percent overload. All anchoring equipment shall be listed or labeled as being capable of meeting all the requirements of this section.
- Anchor Installation Specifications. Each type anchor suitable for this purpose shall have specification data showing the soil classification(s) for which it qualifies.
- Anchors designed for connection of multiple ties shall be capable of resisting the combined working load and overload consistent with the intent expressed herein, and shall be installed to resist resultant forces.
- Selection of Anchors. Anchor selection shall be based on a determination of the soil class at the depth the anchor helical plate will be installed.
- Other Anchoring Devices. Other anchoring devices meeting the requirements of this section shall be permitted if acceptable to the building official (ALTERNATE METHOD).
- Depth of Anchors. All anchors shall be installed to the full depth shown in the anchor manufacturer's installation instructions

#### Ties or Straps:

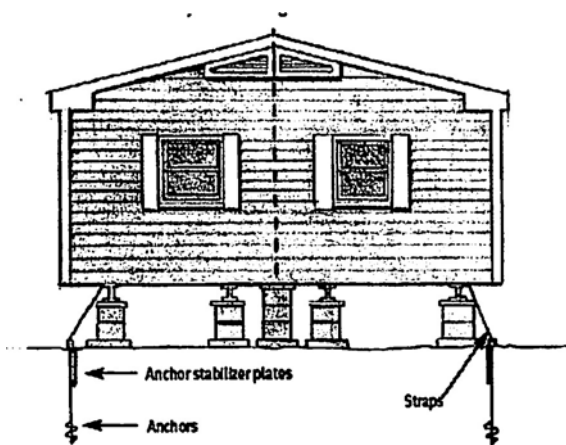
- Tie materials shall be capable of resisting an allowable working load of 3,150 pounds with no more than two percent elongation and shall withstand a 50 percent overload (4,725 pounds total).
- Ties shall connect the ground anchor and the main structural steel frame (I-beam or other shape) which runs lengthwise under the manufactured home. Ties shall not connect to steel outrigger beams which fasten to and intersect the main structural frame unless specifically stated in the manufacturer's installation instructions.

- Connection of the cable frame tie to the manufactured home I-beam or equivalent main structural frame member shall be by a five-eighths inch drop-forged closed-eye bolt through a hole drilled in the center of the I-beam web or other approved methods. The web shall be reinforced if necessary to maintain the designed I-beam strength.
- Cable ends shall be secured with at least three U bolt-type cable clamps with the U portion of the clamp installed on the short (dead) end of the cable to assure strength equal to that required.
- Special Ties. Clerestory roofs and add-on sections of expandable manufactured homes shall have provisions for vertical ties at the exposed ends.
- Tensioning Device Design. Tensioning devices such as turnbuckles or yoke-type fasteners shall be ended with a clevis or forged or welded eyes.
- Permanency of Connections. Anchoring equipment shall be designed to prevent self-disconnection when ties are slack. Open hook ends shall not be used in any part of the anchoring system.
- Resistance to Weather Deterioration. All anchoring equipment exposed to weathering shall have a resistance to weather deterioration at least equivalent to that provided by a coating of zinc on steel of not less than 0.30 ounces per square foot on each side of the surface coated, as determined by ASTM Standard Methods of Test for Weight of Coating on Zinc-Coated (Galvanized) Iron or Steel Articles (ASTM A90-B1).
- Location of Ties. When continuous straps are provided as vertical ties, such ties shall be positioned at rafters and studs. Where a vertical tie and diagonal tie are located at the same place, both ties shall be permitted to be connected to a single ground anchor, provided that either the anchor used is capable of carrying both loadings, or that the load capacity of the total number of anchors used is equal to 3150 pounds working load plus 50 percent overload (4725 pounds.) times the number of ties specified in table below.
- Spacing of Vertical Ties. Vertical ties shall be as evenly spaced as practicable over rafters or over studs along the length of the manufactured home with not more than eight feet open-end spacing on each end.

Number of Ties. The minimum number of ties per side for various lengths of Manufactured homes shall be in accordance with table below.

Double section Manufactured homes require only the diagonal ties specified.

- a. Length of Manufactured home (as used in the table below) refers to length excluding the draw bar or tongue.
- b. Double sections will be bolted together by Manufactured requirements.
- c. Open hook ends shall not be used in any part of the anchoring system.
- d. Anchors need to be at ground level.



Home (feet)	Length of # Vertical Ties	# of Diagonal Ties per Side	Minimum # of Anchors
Up to 40	2	4	8
40-46	2	4	8
46-49	2	5	10
49-54	3	5	10
54-58	3	5	10
58-64	3	6	12
64-70	3	6	12
70-73	3	7	14
73-84	4	7	14

Plumbing: All plumbing shall be done in a workmanlike manner and conform to the International Residential and Plumbing Code.

1. No water may pass over or through any septic tank or drain field.
2. The water distribution system shall be protected against backflow with backflow prevention devices.
3. A service shut-off valve shall be installed on the water line at the supply side located near the mobile home.
4. Where water pressure in the home exceeds 80 PSI, a pressure-reducing valve must be installed.
5. Water line must be 18 inches below grade from meter home.
6. Any above ground water line must be insulated.
7. A clean out for routing out a plugged septic line must be installed within 5' of the mobile home and visible.
8. Do not mix PVC and ABS. Support drain piping every 4' and slope a min 1/8" per foot or greater.

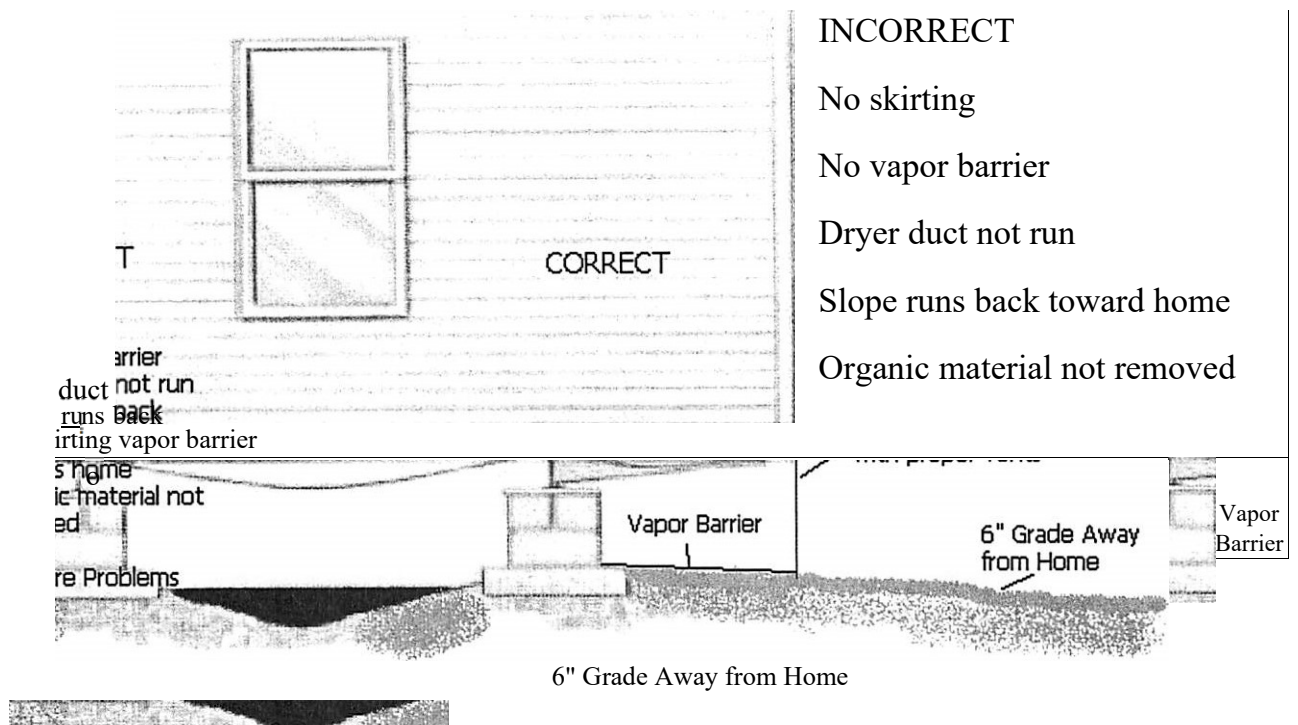
Mechanical Equipment (Heating and Cooling): All mechanical work shall be done in a workmanlike manner and conform to the International Residential and Mechanical Code.

1. Mechanical equipment installed outside of and not attached to a manufactured home shall be mounted on a level concrete slab not less than three inches thick, a precast reinforced concrete slab, treated wood of equivalent strength, or be mounted in accordance with the equipment manufacturer's installation instructions.
2. Mechanical equipment installed shall be listed and labeled for its use and installed in accordance with the manufacturer's installation instructions.
3. Mechanical equipment shall not be installed in a manner that would obstruct any means of required egress. Mechanical equipment shall not be installed in window openings that are part of an existing system and shall not obstruct sidewalks or other means of egress from the manufactured home.
4. Gas installations require a separate mechanical permit.



## UNDERPINNING and SKIRTING

1. Rodent-proof skirting shall consist of brick, concrete block, vinyl, or other approved skirting extending to the ground around the perimeter of the mobile home.
2. Access opening(s) not less than 18 inches in any dimension and not less than three square feet in area shall be provided and located so that any water supply and sewer drain connections located under the manufactured home are accessible for inspection. Such access panel(s) or door(s) shall not be fastened in a manner requiring the use of a special tool to remove or open.
3. One square foot of ventilation with screen louvers not more than 1/2" in any dimension is required for every 1500 square feet of floor area when an approved vapor barrier is in place.
4. Moisture producing devices such as dryers shall be vented to the outside beyond the perimeter of the home.
5. Ensure that any fallen insulation is replaced and rodent-proofed under the home.



## ELECTRICAL:

All wiring shall comply with Article 550 of the National Electric Code.

Electricity Is intrinsically dangerous and Building Codes highly recommends using a State licensed electrician for all work done. Law requires any electrician subcontracting be licensed.

### CONDUCTOR TYPE AND SIZES

Use (4) separate insulated conductors approved for ampacity of main service disconnect. See wire size below.

## CONDUCTOR TYPE AND SIZES

AMPS	COPPER			ALUMINUM		
	2 HOT	Neut.	GRND.	2 HOT	NEUT.	GRND.
200	<b>2/0</b>	<b>#1</b>	<b>#6</b>	<b>4/0</b>	<b>2/0</b>	<b>#4</b>
175	<b>1/0</b>	<b>#2</b>	<b>#6</b>	<b>3/0</b>	<b>1/0</b>	<b>#4</b>
150	<b>#1</b>	<b>#3</b>	<b>#6</b>	<b>2/0</b>	<b>#1</b>	<b>#4</b>
100	<b>#4</b>	<b>#8</b>	<b>#8</b>	<b>#2</b>	<b>#4</b>	<b>#6</b>

- 1) Meter can be mounted on the home only if HUD approved by manufacturer.
- 2) Service equipment and meter must be within 30' of the home.
- 3) Any outside receptacles must be on G.F.C.I. with wet location covers.
- 4) Ground Rod Installation: Install min 8-foot ground rods a minimum of 6 feet apart. Top of the ground must be flush or below grade.
- 5) Bonding at the main panel goes to the neutral bus bar; bonding at the sub-panel goes to the grounding bus bar. Remove the jumpers in the sub-panel so the neutral and grounding bus bars are isolated. Bond the panel enclosure.
- 6) 911 Number Requirements: Minimum 4 inch in height. All numbers must contrast to the color of the building and be readable from the road. Buildings more than 50 feet from the road must also have numbers at the road as on a mailbox or on a 4x4 treated post.

### Deck/Landing Requirements

Decks and Landings must comply with the International Residential Code. All exterior doors require at least a landing. HUD label homes do not allow additional structural loading so all mobile homes must use Freestanding Decks. For more information: please see the document "How to Build a Residential Deck"

### Points of Contact:

- Palmetto Utility Protection Service (PUPS) 1-888-721-7877 Please give PUPS 72hour notice
- Sewer information: Oconee County Sewer Commission 864-972-3900
- Septic Tank information. DHEC 864-638-4185
- Duke Power: 882-7276 <http://www.duke-energy.com/pdfs/builders-handbook.pdf>
- Blue Ridge Electric Cooperative: 1-800-240-3400
- Seneca Light and Water 864-885-2723
- Fort Hill Natural Gas: 864-882-8126
- City of Westminster: 864-647-3216
- Town of Salem: 864-944-2819
- Pioneer Rural Water. 864-972-3082
- Carpenters license verification: SC Residential Builders Commission: (803) 896-4696
- SC Manufactured Housing Board 803-896-4682, 1-800-927-2891